

Position Description

Position Information	
Position title Aquatic Lifeguard Bronze (LGB)	Classification To be confirmed - lower than qualified Lifeguard
Section Community and Development	Location To be confirmed
Status To be confirmed	Contract Hours To be confirmed
Reports to Aquatic Technical Operator (ATO)	Award Local Government Industry Award 2020

Key Focus of Section	Key Focus of this Position
Support the safe and effective delivery of aquatic facility services to the community, with a focus on patron safety, aquatic rescue readiness, customer service and teamwork.	Supervise aquatic areas, maintain a safe environment, respond to emergencies and provide first aid when required. The role communicates professionally with customers and stakeholders and applies patience, tact and diplomacy when enforcing rules and regulations.
Shire Vision	
A connected, progressive and welcoming community.	
Shire Values	
Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery.	
Shire Purpose Statement	
To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services.	

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Position Outcomes	
Accountability Area	Outcome
Service delivery / operations	Supervise aquatic areas and maintain a safe environment for patrons and facility users. Assist the lifeguard only.
Customer and community service	Provide friendly, consistent and professional customer service to customers, user groups and stakeholders.
Compliance, governance and records	Follow applicable rules, safety procedures, Shire directions and approved operational requirements.
People, contractors and volunteers	Work effectively as part of a team, while also being able to follow direction and work independently.
Budget, assets and procurement	Use aquatic facility equipment and Shire resources responsibly within the scope of the role.
Projects, events and improvement	Set up and pack away equipment for swim programs and activities as required.
Risk, WHS and incident response	Identify and report hazards, follow WHS procedures, and respond appropriately to emergencies including aquatic rescue and first aid.

Position Requirements		
Skills	Essential	Desirable
Knowledge of aquatic rescue, survival and emergency response procedures. Ability to perform rescues safely and effectively. Basic knowledge only for rescues as per training.	☒	☐
Knowledge of resuscitation, first aid and emergency care. Ability to remain calm and make appropriate decisions during emergencies.	☒	☐
Knowledge		
Good swimming ability, fitness, stroke efficiency and endurance for aquatic rescue activities. Knowledge of WHS practices in an aquatic environment and ability to identify hazards and follow safety procedures.	☒	☐
Good communication and customer service skills when working with the public. Ability to use problem-solving and judgement in challenging situations.	☒	☐
Experience		
Ability to follow directions, work as part of a team and work independently.	☒	☐
Ability to contribute to a team environment by sharing information and proactively supporting colleagues.	☒	☐
Qualifications		

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Position Requirements

Current Bronze Medallion. Current HLTAID011 Provide First Aid and HLTAID009 Provide cardiopulmonary resuscitation.	☒	☐
Must be 16 years and have a learners permit	☒	☐
Licences and checks		
Current Working with Children Check (WWC).	☒	☐
Minimum age: 15 years. Physical fitness sufficient to undertake aquatic rescue activities.	☒	☐

General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position. The current Aquatic Lifeguard Bronze PD requires good swimming ability, fitness, stroke efficiency and endurance for aquatic rescue activities. Specific activity frequencies are to be confirmed through the Shire's role assessment.

Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☒	☐	☐	Climb/Balance	☐	☒	☐	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☒	☐	☐		☐	☐	☐	☐
Reach	☐	☒	☐	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Responsible to:
Leisure & Recreation Development Manager
Aquatic Coordinator
Aquatic Technical Operator (ATO)

Supervisor of: Nil

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Extent of Authority and Accountability

Working under the supervision of the Aquatic & Recreation Coordinator, the incumbent operates within the limits of statutory requirements, Council policies and delegated authority.

The position is accountable for carrying out the duties and responsibilities in this position description, including aquatic supervision, rescue and emergency response, first aid, customer service, equipment set-up/pack-down and hazard reporting.

Delegated authority, Primary and Annual Return obligations, financial authority and any specific delegations: To be confirmed by the Shire.

General Corporate Accountabilities

Accountability	Required Standard
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

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Employment Conditions and Roster Notes	
Condition	Details
Ordinary hours and roster	Hours and roster pattern: To be confirmed. The current PD requires flexibility in work hours and days.
Overtime / penalties / on-call / call-back	To be confirmed in accordance with the applicable industrial instrument and Shire approval requirements.
Part-time agreed additional hours	To be confirmed where applicable.
Leave restrictions / peak periods	Seasonal/peak operational requirements: To be confirmed.
Uniform / PPE / equipment	Required uniform/PPE and aquatic safety equipment to be used in accordance with Shire requirements and reasonable WHS instructions.
Travel / accommodation / vehicle	Any travel, accommodation or vehicle arrangements are to be confirmed.
Remote work / flexibility	Not specified in the current PD; to be confirmed if applicable.

Position Description Certification	
Prepared by: Shire of Coolgardie	Effective Date: To be confirmed
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer / delegated approver
Position	To be confirmed
Signature	
Date	

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Attachment A - Task List / Activity Schedule

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Aquatic supervision	Supervise aquatic areas and maintain a safe environment.	During operating hours	R	Active patron supervision	Operational records as required	Patron safety; enforce rules and regulations professionally	
2	Aquatic rescue & emergency response	Respond to emergencies, perform aquatic rescues safely and effectively, and provide first aid when required.	As required	R	Emergency, rescue and first aid response	Incident records as required	Follow established policies, processes and procedures	
3	Customer service	Provide friendly and consistent customer service to customers and stakeholders.	Daily / as required	R	Customer assistance and information	Records as required	Professional communication; patience, tact and diplomacy	
4	Team support	Work effectively as part of a team and support colleagues to meet operational requirements.	Daily	R/S	Effective team support	Team communications	Work within direction and role scope	
5	Programs and activities	Set up and pack away equipment for swim programs and activities.	Scheduled / as required	R	Equipment ready and safely stored	Operational records as required	Safe handling and set-up	

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Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
6	WHS	Identify and report hazards and follow Work Health and Safety procedures.	As required	R	Hazards reported and escalated	Shire WHS reporting system / records	Apply WHS measures in an aquatic environment	
7	Other duties	Perform other duties as directed within the scope of the role.	As required	R	Duties completed as directed	As applicable	Must be lawful, reasonable and within role capability	

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Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	Key Duties / Responsibilities	Expected Outputs / Evidence
Service delivery / operations	Supervise aquatic areas and maintain a safe environment.	Aquatic areas are actively supervised and safety requirements are followed.
Customer and community service	Provide friendly and consistent customer service; communicate professionally with customers and stakeholders and enforce rules with patience, tact and diplomacy.	Customers and stakeholders receive respectful assistance and facility rules are applied appropriately.
Compliance, governance and records	Follow directions, statutory requirements, Council policies and established procedures; use judgement and problem-solving in challenging situations.	Duties are completed in accordance with applicable requirements and appropriate decisions are made within role scope.
People, contractors and volunteers	Work effectively as part of a team, support colleagues and work independently when required.	Effective teamwork and reliable completion of allocated duties.
Budget, assets and procurement	Use equipment and Shire resources responsibly within the scope of the role.	Equipment and resources are handled appropriately.
Projects, events and improvement	Set up and pack away equipment for swim programs and aquatic activities.	Programs and activities are supported as scheduled.
Risk, WHS and incident response	Identify and report hazards, follow WHS procedures, perform aquatic rescues and provide first aid when required.	Hazards and incidents are escalated and emergency response is undertaken in accordance with established procedures.